System Change Notification

Submittal Date:		Requested Implementation Date and Time (duration):	Build out and test new CO.NX production environment
			TBD
Project Number (if applicable)	CO.NX		
Description:	Deploy new CO.NX production environment into AWS		

POC	Role	Phone	E-mail
Herb Parker	System Admin	703-481-9581 x421 301-437-8280 Mobile	hparker@metrostarsystems.com
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Jessica Delucchi	Deputy Project Manager,	703-481-9581 x225	jdelucchi@metrostarsystems.com

1. **Provide narrative on work to be done including why it is necessary, who is impacted and timeframe.**

- Work being done: Deploy New CO.NX production environment to include
    1. Deploy three (3) each new AWS Ubuntu linux instances based off the current new CO.NX staging environment
    2. Build and configure AWS S3 storage buckets & Deploy current CO.NX production files
    3. Build and deploy AWS RDS database services with master and slave copies of current CO.NX database.
    4. Configure AWS Load Balancer
    5. Test for operation
    6. Redirect AWS Route53 service to new AWS Load Balancer

- **Impacted Users:** User will only be impacted when moving the Route53 service from current production Elastic IP to the New Production Load Balancer (est 10 20 min)
- **Changes Performed by:** Herb Parker, Doug Hensel (MSS support team)

- **Environments: AWS Production**

- **Describe what research and/or testing performed to reduce chance of affect to production users (including rollback).**
    1. Created three (3) each Ubuntu Linux instances in the staging environment & created Staging S3 storage area & A Staging RDS with three (3) each WordPress MYSQL database
    2. Configured AWS Linux instance to use S3 storage.
    3. Created/Configured and deployed staging AWS Load Balancer
    4. Tested staging environment for operations
- **Rollback procedures**
    1. Reconfigure AWS Route 53 Service back to the current production Elastic IP address
    2. Restart current Prodcution CO.NX AWS instance.

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2. Provide detailed steps of how to implement the change.

- Deploy three (3) each Unbuntu Linux instances
    1. Use AWS AMI image of new Staging Ubuntu instances
    2. Configure new instances for use in production environment
- Create & Deploy AWS S3 storage
- Create and Deploy RSD database storage
    1. Export copy of production WordPress Database
    2. Import copy of production WordPress Database into the AWS RSD database storage area
    3. Create Master WordPress Database and two (2) Slave databases
- Create new Production AWS Load Balancer

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3. **Describe the rollback plan and the expected time to recovery if a rollback is required (depending on the circumstances).**

See Rollback procedures above

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4. Return to Service Checklist

- MSS support Team will test for operational use before scheduling Route 53 Elastic IP address switch
- CO.NX support team will test for operational use.

5. Customer Notification